

## **MS Excel Knowledge Check and Practice Activity**

- Open a blank spreadsheet by accessing MS Excel in Office 365 through Classlink.
  - For the first part of this practice assignment we will be creating a spreadsheet that keeps track of the produce section inventory of a grocery store. You will be accounting for the number of carrot bundles, lettuce heads, cucumbers, avocados, bags of grapes, apples, oranges, peaches, clementines, grapefruits, tangelos, and bananas you have in each of the four grocery stores you manage.
- Create column headers and rows for our practice assignment using the information given about your grocery stores.
- Format the data as a table.
- Create a formula in the first cell of the column titled 'totals' to add (sum) the entire quantities of the first product items you listed.
- If it did not automatically repeat your formula throughout the 'totals' column, drag it to auto-repeat or copy.
  - At this time, practice with copying one set of data or a formula versus repeating a pattern of data by selecting the tab from the premade spreadsheet titled 'Data Entry Practice.' Review copying data versus copying a pattern and inserting data from another source.
- Copy the data table from the grocery store activity to a new tab in your spreadsheet but use the transpose function in "Paste Special" to make the columns into rows and rows into columns. Label this new tab "Grocery Store 2."
- With the data table in Grocery Store 2, create one pivot table to determine the count of vegetables in stock across all stores. Then, in a new pivot table, determine how many citrus fruits are in stock.
- In the original grocery store activity, practice conditional formatting. Determine what the table would look like
  - With data bars
  - With color scales
- Practice conditional highlighting to identify which items have fewer than 10 items in stock
- Practice sorting the data for each store from smallest to largest and largest to smallest
- In the Wrap, Find and Replace Practice' tab, practice wrapping text with the total budget heading. Then, find any values of 300 and change them to 450.

To replicate the grocery store activity for more practice, you can use the following scenario:

*Mario needs to track the monthly absences of each of his company's 8 employees from January through June. Build a table with imaginary data to display this and practice working with tables, formulas, sorting, and formatting.*

**GCF Global Excel Activities:** <https://edu.gcfglobal.org/en/topics/excel/>